

Main Responsibilities

- Generation & communication weekly Goods In Transit Reports to all EMEA business units.
- Support Inventory Sub Ledger close process.
- Support Project Sub Ledger close process.
- Schedule Reports prior to closing period & save request IDs: set up for WD-1 & WD1.
- Ensure business finance contacts adhere to standard process when sending month end journals for processing via RTR Mailbox.
- Manual billing
- Bank Reconciliation
- Lean Initiatives – MDI Boards
- Cash Forecast
- Support Goods Not Received Invoiced reports.

Projects

- Work Instructions & Process Projects – Manual Billing.
- Automation Project – Inventory Period Close. Constructed VBA macros to reduce saving file time by 70%! And inventory reconciliation by 50%!
- Lead and manage separation project for both manual billing and shared mailboxes.

Skills Used & Developed

- Time Management
- Organisation skills
- Networking
- Project Management
- Interpersonal skills
- Communication
- Teamwork
- Microsoft Office Skills



Activities

- Lead and manage Galway plant trip.
- Organized team build event for 80+ plus:
 1. Teamwork May-19: School Sports Day & BBQ in Malahide Rugby Club.
 2. Integrity Oct-19: Workshop & Guest Speaker.
 3. Quarterly Spotlight Newsletter.



Ingersoll Rand

Company Profile:

- **FOUNDED IN:** 1871, by Simon Ingersoll
- **CEO:** Vicente Reynal
- **WORLD LEADER:** In manufacture of blowers and vacuum pumps.
- **OPERATING:** In 165 facilities worldwide
- **FACT:** IR has more than 300 years of combined experience and innovative expertise.



Airside Business Park,
Swords,
Co. Dublin



Trane Technologies

Company Profile:

- **FOUNDED IN:** 1885, as a family plumbing business.
- **CEO & Chairman:** Mike Lamach.
- **WORLD LEADER:** In creating comfortable, sustainable, and efficient environments.
- **OPERATING:** In 684 facilities worldwide.
- **FACT:** Committed to reducing one gigaton CO2e by 2030.



Airside Business Park,
Swords,
Co. Dublin

Real exposure. Real challenges. Real responsibility. All from day one!



2020 Finance Intern

My Role

My Record to Report role was essentially collecting, processing, and delivering relevant, timely, and accurate information from our Strategic Business Units. As a finance intern, I had to be a great verbal and written communicator, problem solver and analyst.

Department

My role was based within the Finance department.

Within my RTR role, I worked for two different teams:

1. Cash & Sub Ledger Team
2. Revenue Team

What is next?

- Final Year in National of College.
- Motivated and determined to work harder.
- Looking forward to finishing my degree and get back to the workplace.